

Adding TSCs to Palantir

Friday, February 03, 2017 11:13 AM

CREATE A TICKET IN PALANTIR

1. Navigate to the NCRC application
2. Create New > NCRIC EPAK

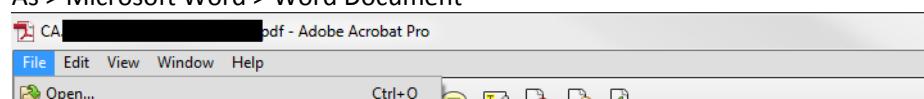


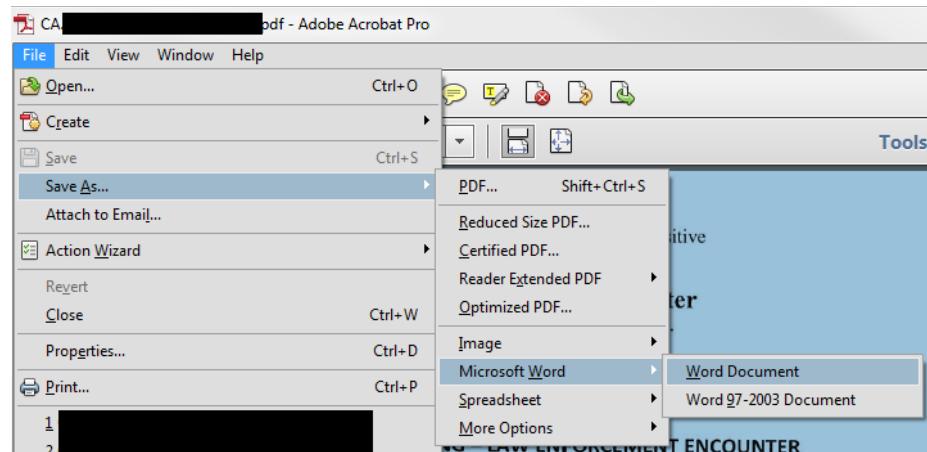
3. Fill in boxes

A screenshot of the 'Creating New NCRIC EPAK' dialog box. The 'NCRIC Info' section includes fields for Date Received (set to 'SUBMITTED DATE'), Filed By (set to 'ncriclycruz'), Assigned By (dropdown), Assigned Analyst (dropdown), Request Type (set to 'TSC Hit'), and Status (set to 'Assignment'). The 'Requester Info' section includes fields for Agency (dropdown), Unit (dropdown), Case Ref (set to 'PUT SRN# HERE'), Name (set to 'TSC'), Phone (empty), and Email (set to 'fusioncenterdata@tsc.gov'). The 'Subject Info' section includes fields for Name (set to 'SUBJECT NAME'), Date of Birth (empty), Driver's License (empty), SSN (empty), CI# (empty), Address (empty), and Workup Periods (set to 'WORKUP STARTED' and 'WORKUP ENDED'). The 'Synopsis' section contains a text area with placeholder text: 'TSC SRN# (LAST)' and 'Write the narrative below.' A 'Copy From Workup' button is located to the right of the synopsis area.

- a. Date Received: Submitted Date to HSIN
- b. Assigned by: Whoever
- c. Assigned Analyst: you
- d. Request Type: TSC Hit
- e. Case Ref: SRN #
- f. Name: TSC
- g. E

- i. If you cannot highlight the text of a pdf to copy, convert the PDF to Word (File > Save As > Microsoft Word > Word Document)





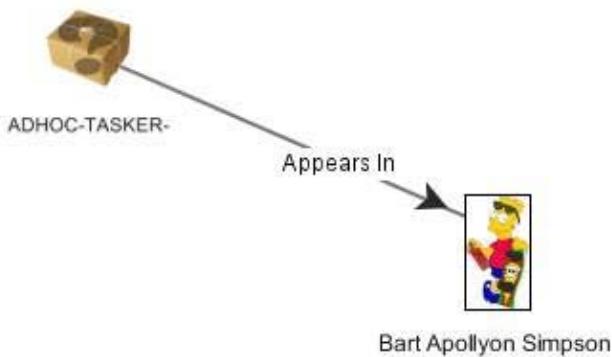
- i. Disposition / Retention Tab > Retention Status: 1 Year
- m. Save. Publish. (Accept where applicable).
4. Workup Tab
 - a. Check Positive or Negative for each database
 - b. Save. Publish. (Accept where applicable). This is done frequently because Palantir has a penchant for changing cell information between each of the following steps.

ADD DOCUMENTS TO TICKET

5. Click "Add to Graph"
6. Navigate to **Graph**. [To open up the icon: Applications > Graph]
7. Open linked entities. **Right-click RFI > Search Around > Linked entities**. It'll look something like this:



8. See something like this ("ADHOC TASKER" will read "EPAK"):



9. Import documents.
 - a. Open up the folder housing the results of all your database queries.
 - b. Drag the files onto the Palantir graph.
 - c. See something like this:



10. Click "Next"
11. Click "Import"
12. Add to graph. Click Yes.

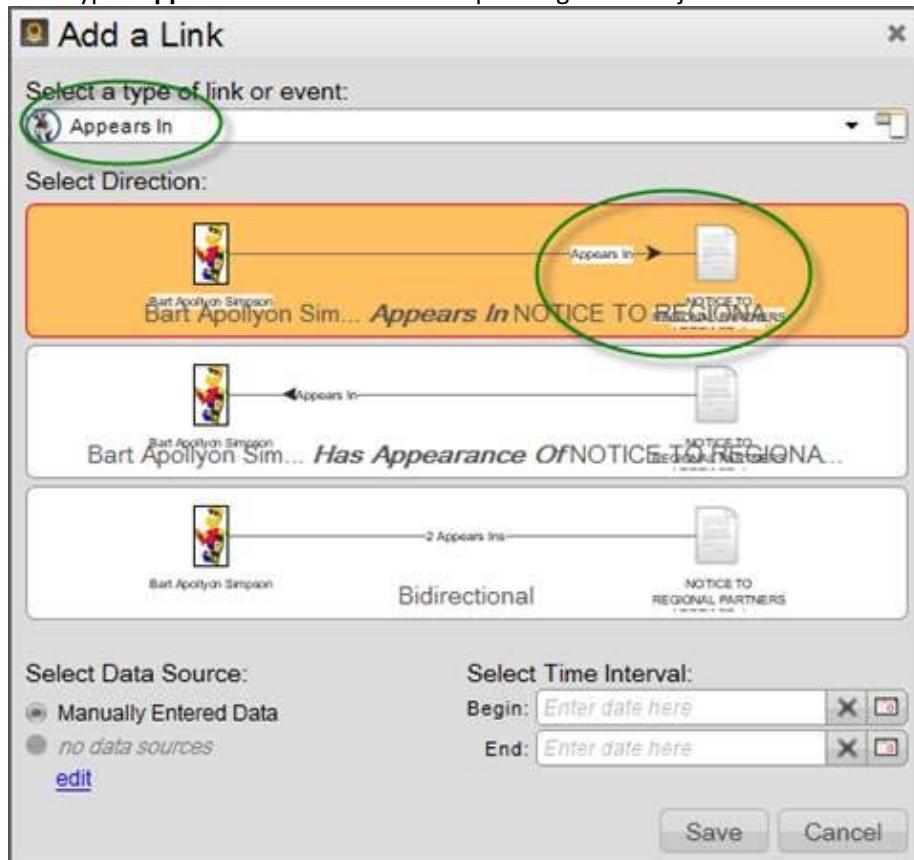


13. Associate document with subject.
 - a. Highlight all document(s).
 - b. Left-click a triangle found at the bottom-right of any of the documents then drag it to the subject.



14. Drop line(s) on subject.

15. Add a link. Type "Appears in" and select arrow pointing from subject to document.



16. Save. Publish. (Accept where applicable)
17. Open in browser for tagging.
a. Highlight all.
b. Left-click any icon. Drag to browser icon and drop.



18. Tag per normal.
19. Save. Publish. (Accept where applicable)

RESOLVE MULTIPLE INSTANCES OF ONE ENTITY

1. NEED TO FILL THIS OUT